



Bay Area Rapid Transit

*Invites applications for*



# Principal Financial Analyst

Operating Budgets Division

\$90,000.00 — \$110,000.00/annually DOQ

Post Date: May 16, 2012

Close Date: Open Until Filled

A job at the San Francisco Bay Area Rapid Transit District (BART) offers the satisfaction of providing an invaluable public service, while accomplishing your own career goals, earning highly competitive pay, and enjoying an unparalleled benefits program. BART, one of America's premier heavy rail public transit systems, has over 3,100 employees and an operating budget in excess of \$600 million annually. Headquartered in the heart of downtown Oakland, California, BART has a service area covering the 4 county area of San Francisco, San Mateo, Alameda and Contra Costa, a total population of over 4 million people. BART's current fleet of 669 railcars allows it to achieve an average weekday ridership of over 350,000 passengers throughout its 44 stations. BART, a wonderful career opportunity.

**An Equal Opportunity Employer** - BART is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.

[www.bart.gov/jobs](http://www.bart.gov/jobs)



## SUPPLEMENTAL QUESTIONNAIRE

The Supplemental Questionnaire will be used to evaluate the qualifications of applicants in order to determine who will be invited to the next phase in the selection process. Therefore, all completed application packages must include a completed Supplemental Questionnaire.

The Principal Financial Analyst position will require a wide variety of skills and ability including:

1. Experience with financial modeling and problem solving, including:
  - Background and experience with producing cost studies and reports for labor contract negotiations, operational studies, overtime, etc. that required advanced analytical and data skills
  - Experience/ability with advanced relational database budgeting systems (Peoplesoft, Oracle etc.) including use of report writing software, queries, etc.
  - Experience in analyzing and budgeting employee benefits
  - Experience/ ability in extracting data from multiple sources and creating information suitable for making business decisions
  - Experience in forecasting expenses, particularly employee salary benefit costs
2. Experience with public agency budgeting/  
Knowledge of governmental accounting
3. Experience with professional research, writing and presenting analysis in a summarized manner for staff and management

Please discuss each of the items above, relating your experience in similar situations, and the attributes you will bring to the position based on your background and documented work experience.

## THE DEPARTMENT

The Operating Budgets Division provides comprehensive administration and development of the District's \$600M operating budget, which includes conducting quarterly outlooks, monthly forecasts, performance analyses and reports. Collectively, the Operating Budgets Division is responsible for carrying out a number of functions in order to achieve the District's overall objectives. These functions, some of which the Principal Financial Analyst position will be directly involved with, include, but are not limited to, the following: Developing the annual budget with studies of benefits, salary rates, and other wage, benefit and non-labor components in conjunction with District management and departments. Implementing and monitoring the annual budget, including monthly reports to management. Drafting the preliminary budget memo outlining funding requirements for the District's annual operating budget. Developing and implementing cost-reducing measures to streamline operations. Interpreting financial transactions and events for key financial and business decision-makers. Analyzing data to determine past financial performance and project future financial performance. Providing financial analysis of labor, wages, benefits, retirement, and merit performance program budgets. Analyzing budgetary impact of legislative actions. Working with department management, as well as Human Resources, on determining staffing demands, reporting and forecasting overtime trends, calculating attrition rates, and determining non-labor requirements. Conducting ad hoc and planned analysis of labor and non-labor financial data for extraordinary events. Extracting and defining critical budgetary information. Responding to ad hoc information requests from labor union representatives, internal and external entities, and citizens. Participating in month/quarter-end closing with Accounting.

## THE POSITION

The Principal Financial Analyst is a lead position in the Operating Budget Division that will work directly with program managers to identify issues with budget impacts, analyze the elements of these issues, and collaborate with them in devising options and alternatives. A key responsibility of this position will be to identify and resolve financial and analytical issues of moderate complexity, which requires expertise of strong execution and analytical abilities such as identifying and understanding issues, problems and opportunities, and devising alternative solutions, the ability to define workload, and pursue it independently, completing projects accurately and timely, taking initiative, including the introduction and support of changes; the ability to build and maintain relationships; understanding operational needs, and translating them into financial realities.

# THE IDEAL CANDIDATE

The successful candidate will demonstrate the following skills/experience beyond the minimum qualifications:

- Proven financial analysis and financial modeling skills; problem solving skills, including ability to frame the issue and structure the data appropriately for analysis;
- Substantive experience with public agency budgeting and governmental accounting;
- Ability to develop and foster relationships with internal and external customers;
- Advanced software skills – Excel, Word, Power point, Access etc., as well as significant, in depth experience in manipulating advanced relational database budgeting systems (Peoplesoft, Oracle etc.) including use of report writing software, queries, etc;
- Excellent research, reading comprehension and writing skills in a professional setting;
- Ability to present analysis in a summarized manner for staff and management



## MINIMUM QUALIFICATIONS

**Education:** A Bachelor's degree in business administration, accounting, economics or a closely related field from an accredited college or university.

**Experience:** Four (4) years of (full-time equivalent) verifiable professional budgetary, financial or management analysis experience.

**Substitution:** Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.



## ESSENTIAL JOB FUNCTIONS

- 1) Provides analytical decision support services and technical expertise for a broad array of financial and operational studies supporting the District's corporate planning efforts.
- 2) Responsible for leading or completing more complex multifaceted projects and analyses across disciplines and functional areas such as budget, operations, benefits, ridership, and planning. Interprets, summarizes and explains results to a variety of audiences.
- 3) Assists in developing performance monitoring processes and coordinating compilation of information; interpretation of information; and presentation of monitoring information.
- 4) Budgets annual operating revenue sources and operating uses, tracks and analyzes financial performance, develops projections, and prepare monthly and quarterly reports.
- 5) Develops summary presentation materials, reports and visual aids; prepares and presents material to Executive Staff, Board, other agencies, and the public.
- 6) Analyzes and costs contract proposals in support of labor negotiations.
- 7) May train assigned employees in their areas of work, including budgeting and financial analysis methods, procedures and techniques.
- 8) Dual track position: depending on the project, will either be a sole contributor or in a position to support a team.
- 9) Maintains good supporting documentation and audit trails.
- 10) Participates in special projects as assigned.



## BENEFITS

### RETIREMENT PROGRAMS

BART's pension plan is through the California Public Employees' Retirement System (CalPERS), and provides for a 2%

@ 55 formula. BART reimburses employees for 100% of the employee contribution. Reciprocity with other public retirement systems is available.

Deferred Compensation Plan (IRC 457)

BART does not contribute to Social Security. However, Medicare contributions are made. Also, in lieu of Social Security, BART contributes a maximum of \$1868.65 towards a Money Purchase Pension Plan (IRC 401a)

### MEDICAL BENEFITS

Choice of HMO & PPO through CalPERS with a current monthly premium of \$89.55. You pay nothing extra for dependents.

### DENTAL BENEFITS

Principal Financial Group. \$2,000 per person per calendar year with no deductible. Orthodontia—lifetime max of \$3,500.

### VISION BENEFITS

Vision Service Plan (VSP). Standard and enhanced plans available.

### VACATION

Three weeks of paid vacation after 1 year of service. Four weeks after five years of service. Five weeks after 14 years of service. Six weeks after 19 years of service.

### HOLIDAYS

Nine paid statutory holidays per year  
Four floating holidays per year

### SICK LEAVE

Twelve days per year

### LIFE INSURANCE

Up to four times annual base salary.

### DISABILITY BENEFITS

Long and short-term disability benefits are provided at no cost to employees.

### OTHER BENEFITS

Education Assistance Program  
Employee Assistance Program  
Free BART Transportation  
Survivor Benefits  
Flexible Spending Plan

## HOW TO APPLY

External applicants may only apply online, at [www.bart.gov/jobs](http://www.bart.gov/jobs). Applicants needing assistance with the online application process may receive additional information by calling (510) 464-6112.

Current employees are strongly encouraged to apply online, either at [www.bart.gov/jobs](http://www.bart.gov/jobs), or on WebBART. Current employees may also apply using a BART paper application by delivering the completed form to the Human Resources Department, or by mailing it to P. O. Box 12688, Oakland, CA 94604-2688.

All applicants must complete the application in full, indicating dates of employment, all positions held, hours worked, and a full description of duties. Online applicants are invited to electronically attach a resume to the application form to provide supplemental information, but should not consider the resume a substitute for the application form itself.

Additionally, all applicants must complete the Supplemental Questionnaire and submit it along with the completed application/resume. Supplemental Questionnaires may be submitted as an addition to the resume in a single document, or it may be attached separately. For specific instructions for attaching the Supplemental Questionnaire, please see the Job Posting (job #3085) at BART's Careers Home Page at [www.bart.gov/jobs](http://www.bart.gov/jobs).

Applications must be submitted (in completed form) by the closing date listed on the job announcement.

## SELECTION PROCESS

This position is represented by American Federation of State, County, and Municipal Employees (AFSCME). Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The selection process for this position may include a skills/performance demonstration, a written examination, and/or an individual or panel interview.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S.; pass a pre-employment medical examination which includes a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations)

The selection process for this position will be in accordance with the applicable collective bargaining agreement.



Bay Area Rapid Transit  
Human Resources Department  
300 Lakeside Drive, 20th Floor  
Oakland, CA 94612

510.464.6112 ph  
510.464.6254 fax  
[www.bart.gov/jobs](http://www.bart.gov/jobs)